DUTY STATEMENT

Classification: 　Staff Services Analyst	**Branch:** 　Financial Services
Work Title: 　Contract Officer	**Office:** 　Contract Office
CBID: 　R01	**Position #:** 　202-5157-810
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

POSITION DESCRIPTION:

Under the direct supervision of the Staff Services Manager II, Contracts Office, the Staff Services Analyst performs varied, analytical and consultative staff services in the planning, development, award, and fiscal compliance and reporting of contracts.

WORKING CONDITIONS:

The work is performed in an indoor office and/or meeting room setting involving sitting, standing, and/or walking.

DUTIES AND RESPONSIBILITIES:

While performing the duties described below, the incumbent will be required to work alone and/or in a team environment. The incumbent will:

25%　Assist Commission employees, control agencies, and contractors regarding contract requirements, procedures, and policies. (E)

20%　Assist with coordination and review of Request for Proposal packages. (E)

20%　Assist with negotiation of contract terms with contractors and with preparation of language for contract terms pertaining to procedural requirements. Assure compliance of contract terms and conditions with State requirements and make necessary or advisable conforming changes. (E)

15%　Assist with negotiation and settlement of disputes pertaining to contract conditions, requirements, and payments. (E)

15%　Coordinate and administer the contractor selection process, provide procedural guidance for bidder's conference, and provide technical guidance for the selection committee. (E)

5%   Conduct contract management and processing training for Energy Commission employees. Perform other duties as required consistent with the specifications for the classification. (E)

SIGNATURES
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position

_____ / _____ **Vacant** **Date** **Employee**	_____ / _____ **Cheryl Raedel** **Date** **Supervisor**